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EYES ONLY

4 October 1978

Minutes - September 1978 Meeting of Panel #1 for the Competitive Evaluation Of GS-13 and GS-14 MF Careerists

25X1A

1. Panel #1 was convened on 11, 12, and 13 September 1978 at [redacted] to consider those items on the agenda as shown on Attachment A. The meeting was convened by the Chairman, Thomas B. Yale, with the following members present: [redacted] Executive Secretary. The first meeting was called to order at 1300 and adjourned at 1730. The second meeting was called to order on 12 September at 0845 and adjourned at 1730, reconvening at 2100 and adjourned sine die at 2130.

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2. The panel discussed the new uniform promotion policy and the tentative approval system to be followed by the MF Career Subgroup during the meeting. It was agreed that all personnel would be ranked in consecutive order and placed in the four basic categories when determining value to the career service at this stage of their career.

3. The GS-14 CEL prepared on 6/22/78 was used as the basis for updating the employees' ranking. The ratings on the worksheet as revised during the meeting were used to determine the employees' new ranking. Changes made in the rankings of 6/22/78 were noted with a short narrative comment explaining the change. The panel agreed that those employees in the Highest Potential category were being identified as employees who have shown potential for future growth to the supergrade level. The promotion of employees from GS-14 to GS-15 comes from both the High Potential and the May Develop High Potential categories.

4. After completion of ranking, the panel recommended the following employees for promotion from GS-14 to GS-15:

25X1A [redacted]

Effective date 11 March 1979

Effective date 11 March 1979

Office Directors to be queried in January 1979 to determine if promotion action approved. Effective date will be 11 March 1979 if approved.

5. Next item on the agenda was the competitive ranking of the GS-13's. By using the worksheet from the former GS-13 panel, the skills ratings were updated and the panel ranked those employees consecutively by category.

6. It was determined that the newly formed panels would use previous panels' results in reviewing ratings given to the technical skills and that

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changes to these ratings would reflect new information regarding the employees' technical and managerial capabilities. These changes could lead to the higher/lower ranking of the employee based on past year performance.

7. After ranking the GS-13 employees, the panel recommended the following promotions from GS-13 to GS-14.

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[redacted]

Effective 5 November 1978

Subject to C/CCS approval - 5 November 1978 or 6 May 1979

Effective 5 November 1978

Effective 5 November 1978

Effective 5 November 1978

Effective 5 November 1978

Subject to O/Comp approval - 6 May 1979

Subject to Headroom in P&SS

8. Consideration was next given for selection of nominees to fill overseas vacancies anticipated in CY 1979 at the GS-13 and GS-14 level. Those employees identified as possible candidates were listed and will be notified of their selection in order to obtain concurrence or reasons for turning down the assignment. Final selection will be accomplished by senior panel officials and the Career Management Officer.

9. In summary, the panel will continue to use criteria established for comparative evaluation. Rating of technical skills and managerial capabilities will be used to arrive at competitive ranking based on best judgment for potential value to the career service. Promotions are recommended after rankings are determined and based on performance or proven value to the career service.

[redacted] 25X1A

Executive Secretary Panel #1

APPROVED:

25X1A [redacted]

Chairman, MF Career Subgroup Evaluation and Promotion Panel #1

5 Jan 79

Date

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AGENDA - PANEL #1

11 - 13 September 1978

1. Review of headroom available for promotion of MF Careerists to GS-14 and GS-15 level.

   Headroom Analysis
   PRA List
   Encumbrance List

2. Review of GS-14 Competitive Evaluation Listing prepared by previous panel

   New CEL's for Approval - GS-14
   GS-14 Spreadsheet Folder

3. Selection of GS-14 MF Careerists for promotion to GS-15

   Promotions to be Considered - to GS-15

4. Competitive Evaluation of GS-13 MF Careerists

   New CEL's for Approval - GS-13
   GS-13 Spreadsheet Folder

5. Selection of GS-13 MF Careerists for promotion to GS-14

   Promotions to be Considered - to GS-14

6. Review and selection of nominees to fill overseas and Headquarters vacancies anticipated in CY 1979 at the GS-13 and 14 level.

   CY 1979 Vacancies
   Language Capability
   MF Careerists with Support Experience

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